



June 28, 2017

INVITATION TO BID—LAPTOP/TABLET DISPENSING MACHINES

The Board of Directors of the Huntsville-Madison County Public Library (HMCPL) is requesting pricing for public self-service dispensing machines for secure storing and lending of Windows laptops/tablets and/or Apple MacBooks/iPads. The equipment will be purchased for the following 2 library locations:

Madison Public Library—unit or units housing up to 24 devices
North Huntsville Branch—unit or units housing up to 12 devices

Equipment Specifications

The desired unit features include ease of use, capability to dispense multiple device types, flexibility in configuration, modular expansion capabilities, and secure storage. Bidders must provide pictures, detailed descriptions and technical information for their dispensing units including how they address the following:

- Unit size measurements and surrounding space requirements
- Electrical requirements
- Storage capacity of standalone and expansion units
- Device types stored—provide detail on supported combinations of devices in one unit or modular units
- Connection to our Koha library services platform (LSP) via a SIP 2 interface for authentication of users
- Easy to use graphical user interface for checkouts
- Capability to read barcodes and/or credit card information
- Automatically resets device to its original configuration
- Automatically re-charges device in preparation for next loan
- Easily customizable setup and configuration
- Required software for devices
- Description of reports and usage statistics available from the equipment
- Optional capability for camera on equipment

Optional quote: Bidders may also provide pricing for the following:

- Devices
- Required software, anti-viral software and personal productivity tools such as Microsoft Office, etc.
- Theft recovery software such as LoJack
- RFID tags for devices

Equipment Installation and Delivery

All equipment must be new and listed by brand name and model. HMCPL reserves the right to reject any proposal quoting inferior, generic or out-of-production equipment.

The turnaround time between placement of the order and delivery of the equipment must be specified.

Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales and manufacturer's taxes. The installation costs must be included. HMCPL is tax exempt.

Warranty and Support Information

The warranty period must be specified. Maintenance/support costs after the warranty expires must be quoted for 1, 2 and 3 year periods. Information on support services available should be included.

Training

Training for HMCPL staff must be included in price and detailed in the bid proposal.

References

Bidders must provide three (3) references for public libraries similar in size to HMCPL that are using the equipment. The name of the library and contact information must be included.

ITB Timeline and Delivery Instructions

Bids are to be mailed or delivered to Aaron Sakovich, Huntsville-Madison County Public Library, PO Box 443, Huntsville, AL 35804, or 915 Monroe Street, Huntsville, AL 35801. The words "Sealed Bid—Laptop/Tablet Dispensing Machines" must be on the outside of the envelope.

Bids must be received by 10:00 a.m. on Tuesday, July 25, 2017. The bids will be opened at 10:00 a.m. in the Board Room located on the third floor of the Downtown Library, 915 Monroe Street. Late bids will not be considered. HMCPL will not be responsible for any carrier's failure to deliver a bid.

HMCPL reserves the right to reject any and all bids. HMCPL also reserves the right to implement all or portions of the bid. Failure to comply with specifications for bidding will result in a bid's rejection.

For further information, please contact Aaron Sakovich at 256-532-5963, or by email at asakovich@hmcpl.org.